



# National Museum of Health and Medicine

## Otis Historical Archives

### OHA 45

#### Museum Records: Education/Public Programs, Levin Office Files

**Date of Records:** 1988-2001

**Size:** 11 Boxes

**Finding Aid:** Eric W. Boyle (2015)

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**Series/Scope and Content Note:** Jeanne Levin served as NMHM tour coordinator in the 1990s. Series in this collection reflect the following major subject areas: administrative material, museum attendance, tours, and the volunteer docent program. The records also include information about other museums as well as a wealth of background and research material on the subject of the NMHM, its exhibits, and a variety of subjects in the history of medicine field that the NMHM engaged over the period of her tenure.

**SERIES 001: ADMINISTRATIVE MATERIAL .....2**

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### **SERIES 001: ADMINISTRATIVE MATERIAL**

#### **Box 001:**

- 00001: Masters and Samples of Forms, Maps, and Handouts
- 00002: Notebook: Jeanne Levin, Tech and Admin Notes, Misc.
- 00003: NMHM Program Development Plan
- 00004: Museum Collection Policies
- 00005: Army Regulation 870-20: Historical Activities—Museums and Historical Artifacts (1987)
- 00006: Planning Sessions, Correspondence and Attendance (1988-1993)
- 00007: Administrative Documents (1989-1992)
- 00008: Staff Meetings (1990-1993)
- 00009: Staff Meetings (1990-1995)
- 00010: Travel Material (1990-1997)
- 00011: Exhibit Planning Info (1991-1992)
- 00012: Gift Shop Suggestions (1991-1993)
- 00013: Questionnaires for Teachers (ca. 1992)
- 00014: Correspondence (1992-1994)
- 00015: Museum Program Calendar, Upcoming Events (1993)
- 00016: Implementation Plan, NMHM and AFIP, Lewis Lorton (1993-1994)
- 00017: Film Listings for School Use (1994)
- 00018: Public Programs Documents (1994-1999)
- 00019: Program Meetings (1994-1996)
- 00020: NMHM Exhibit Master Plan (1995)
- 00021: Admin Minutes (1995-1998)
- 00022: AFIP Strategic Plan (1996-1997)
- 00023: Facilities Meeting (1997)
- 00024: AFIP Directorate of Logistics SOP (1997)



- 00025: Strategic Planning Meetings/Material (1997-2000)
- 00026: Program Surveys (1998)
- 00027: Public Programs, Educational Programs and Tours Available (1998)
- 00028: Skramstad and Korn Report (1999-2000)
- 00029: Admin: Meetings (1999-2000)
- 00030: Halloween Program Surveys (2000)
- 00031: Visitor Experience Report, Randi Korn and Assoc (2000)
- 00032: Thank Yous (2000)
- 00033: Museum Programs/Visitor Services Budget (2001)
- 00034: Programs/Visitor Services Budget Proposal (2001)

## **SERIES 002: COLLABORATIONS, SPECIAL EVENTS, AND OUTINGS**

### **Box 001: (cont.)**

- 00035: Federal Health Communications—US Public Health (1993)
- 00036: Folger Shakespeare Library (1995)
- 00037: Volunteer Material—Family and Child Services of Washington DC (1994-1995)
- 00038: ASL-SLA (1995)
- 00039: Institute Pasteur (1995)
- 00040: National Arboretum Volunteer Outing (1996)
- 00041: Civil War Museum and National Museum of Dentistry Outing (1996-1997)
- 00042: Children's Bicultural Living History Program, Fort Bliss Museum (1997)
- 00043: National Docent Symposium (1997)
- 00044: Howard Hughes Lecture Series, Senses and Sensitivity (1997)
- 00045: Newseum (1998)
- 00046: Science Center (1999)
- 00047: Presidential Classroom (1999)
- 00048: Special Events at the Museum (1999)
- 00049: National Youth Leadership Forum in Medicine (2000)



00050: Volunteer Program, MC and PG Counties (2000)

00051: National History Day (2001)

00052: Howard Hughes Lecture Series (2000)

00053: National Library of Medicine (2000)

## **SERIES 003: DOCENT AND VOLUNTEER PROGRAM MATERIALS**

### **Box 002: Docent Administration**

00001: Volunteer Program Material (1989-1990)

00002: Docent Volunteer Events and Honors (1990-1994)

00003: Docent Program Administration (1991-1992)

00004: Retired Volunteers (1992-2000)

00005: Volunteer Program Fact Sheet (April 1993)

00006: Retired Docents (1993-1997)

00007: Docent Questionnaire (1994)

00008: Docent Questionnaire and Inquiries (1994-1995)

00009: Applications, CVs, Etc. (1995-2000)

00010: Former Volunteers (1996)

00011: Docent Volunteer Program—General Info, Description and Application (1997)

00012: Docent Self-Evaluations (1997)

00013: Docent Meeting Info (1997-2000)

00014: Volunteer Advisory Committee Meetings (1998-1999)

00015: Docent Jackets (1998-2001)

00016: Docent Roster (2000)

### **Box 003: Docent Training**

00001: Docent Training Session (1989)

00002: Docent Program Training and Education Material (1991-1997)

00003: Docent Training and Recruitment (1994-1998)



- 00004: NMHM Glossary of Terms Used by Docents During Tours
- 00005: The Docent Educator: Teenagers (1996)
- 00006: Draft Docent Handbook: NMHM (Landau and Hirsch, 1997)
- 00007: Tour Formats (1997)
- 00008: Docent Training, Meeting Info, Carol and Lavern (1999)
- 00009: Handbook for Docents (Draft, ca. 2000)
- 00010: Evaluation of Docent Training, Judy Landau
- 00011: Docent Training (2000)
- 00012: Docent Training, Precourse Readings (2000)
- 00013: Docent Training, Agenda and Handouts (2000)
- 00014: Docent Meeting Announcements (2001)

#### **Box 004: Docent Statistics**

- 00001: Volunteer Time and Attendance Record (1987)
- 00002: Volunteer Time and Attendance Record (1988)
- 00003: Volunteer Time and Attendance Record (1989)
- 00004: Volunteer Time and Attendance Record (1990-91)
- 00005: Volunteer Time and Attendance Record (1992)
- 00006: Volunteer Statistics, Training and Misc. Correspondence & Background Material  
(1992-2000)
- 00007: Red Cross Volunteer Hours (1993-1995)
- 00008: Volunteer Time and Attendance Record (1993)
- 00009: Volunteer Time and Attendance Record (1994)
- 00010: Volunteer Time and Attendance Record (1995)
- 00011: Volunteer Time and Attendance Record (1996)
- 00012: Non-Docent Volunteer Hours (1996-2000)
- 00013: Volunteer Hours (1996)
- 00014: Volunteer Hours (1997)
- 00015: Volunteer Time and Attendance Record (1997)



- 00016: Volunteer Hours (1998)
- 00017: Volunteer Hours (1999)
- 00018: Volunteer Time and Attendance Record (1998)
- 00019: Volunteer Time and Attendance Record (1999)
- 00020: Volunteer Time and Attendance Record (2000)

#### **Box 005: Docent Education**

- 00001: Staff Assignments and Organization at NMHM
- 00002: 10 Questions About the NMHM @ the AFIP
- 00003: AFMM Background Material/Presentation Notes
- 00004: AFIP Background, Townsend, "A Century of Pathology: The AFIP, 1862-1962"
- 00005: "A Brief History of the NMHM," Excerpted from Dedicated to Health Exhibition
- 00006: AMM Articles
- 00007: Docent Info: "The Old Red Brick", n.d.
- 00008: Medical Museum Information
- 00009: History of the Museum Articles
- 00010: Museum Move to the Mall—Publicity and Publications
- 00011: Ash Lectures (1985-1993)
- 00012: Museum Handout: "Did You Know?" (ca. 1990s)
- 00013: Museum Publicity (1989-1998)
- 00014: AIDS Exhibit PAHO (1992)
- 00015: AFIP Letters (1994-1996)
- 00016: Exhibit Press Releases (1994-1995)
- 00017: Exhibits and Publicity Material (1996-2000)
- 00018: Clippings (2000)
- 00019: Clippings (July 2001)
- 00020: Article: "World Events and Medical History," n.d.
- 00021: Fact Sheet: "Asbestos Awareness," n.d.
- 00022: Arsenic Exhibit, n.d.



- 00023: Q & A Regarding Removal of Fetal Materials, From Single Cells Exhibit, n.d.
- 00024: Docent Education: Nervous System, Anatomy of the Brain, n.d.
- 00025: Docent Education Lecture, the Heart, WRAMC Cardiology Service, n.d.
- 00026: Docent Education, Christensen, "An Introduction to Radiology and Medical Imaging," n.d.
- 00027: Docent Info: "Illustrated Overview of the First Two Months," n.d.
- 00028: Docent Info: "Sectioning, Describing and Processing Eyeballs, n.d.
- 00029: Docent Info: "Principles of Human Anatomy," n.d.
- 00030: Docent Info: "Cultivating Volunteer Interest: Recruitment and Selection," n.d.
- 00031: Docent Info: Background on Museum and Medical Field, n.d.
- 00032: Docent Info: "The Hematologic and Lymphatic System," n.d.
- 00033: Docent Info: "Heart Valve Disease," n.d.
- 00034: Docent Info: "The Incredible Body Machine," n.d.
- 00035: Docent Handout: Civil War Medicine Bibliography, n.d.
- 00036: Docent Handout: Scrofula—The King's Evil, n.d.
- 00037: Docent Handout: Rosacea, n.d.
- 00038: Docent Handout: "Medical Care for the Civil War Soldier," n.d.
- 00039: Docent Handout: "Major Walter Reed," n.d.
- 00040: Historical Medical Topics: Precip, n.d.
- 00041: Sickles Burial Material, n.d.
- 00042: Docent Handout, MSHWR, Part II, Volume II, Chapter XII, "Anaesthetics" (1883)
- 00043: Docent Handout: Micozzi, "From Army Medical Museum to NMHM" (1990)
- 00044: Docent Info: "A Text-Book of Nursing," Shaw (1899)
- 00045: Docent Info: "Rheumatoid Arthritis and Spondylitis" (1955)
- 00046: Technical Leaflet: "Planning Museum Tours: For School Groups" (1977)
- 00047: Docent Info: "Sickness and Health in America: An Overview," Leavitt and Numbers (1978)
- 00048: Docent Info: "An Improved Method for the Preservation of Teaching Specimens," Bickley, et al (1981)



- 00049: Docent Info: "The Technique of Heart Plastination," Tiedemann and V. Hagens (1982)
- 00050: Docent Info: "Review, Four Major Functions of Bone" (1984)
- 00051: Docent Info "The Current Potential of Plastination," V. Hagens, Tiedemann, Kriz (1987)
- 00052: HIV/AIDS Educational Materials (1987-89)
- 00053: Sickles Material (1988)
- 00054: HIV/AIDS Articles and Clippings (1988-1992)
- 00055: HIV/AIDS Pamphlets and Ephemera (1990s)
- 00056: Docent Research Papers (1990-1991)
- 00057: Eye Transplants (1990-1992)
- 00058: Lincoln Exhibit and Publicity (1991)
- 00059: German Medicine (1992)
- 00060: Docent Info: "Questioning Your Prescription" (1992)
- 00061: Nutrition Education (1992)
- 00062: Article: "The Long Shot," Caldwell (1993)
- 00063: Article: "The New Dangers of Medical Prevention," Fugh-Berman (1994)
- 00064: Macular Degeneration (1994)
- 00065: Docent Info: "Connecting with Visitors" Workshop (1994)
- 00066: Brain and Einstein (1994-1999)
- 00067: Georgia Avenue History (1995)
- 00068: Exhibit: "Coming Through"—The American Place Theatre (Immigration) (1995)
- 00069: Docent Info: "Manic-Depressive Illness and Creativity" (1995)
- 00070: Docent Info: "The Sun's Rays" (1995)
- 00071: Docent Handout: Franchetti, "Civil War Antisepsis and Infection (1995)
- 00072: Iron Lung and Polio (1995)
- 00073: Dr. Heimlich's First Career (1995)
- 00074: Human Remains (1996)
- 00075: Civil War Medicine Clippings (1996)





- 00076: Docent Info: "AIDS Prevention Guide" (1996)
- 00077: Docent Handout: Duffy, "Medicine in the Civil War" (1996)
- 00078: NIH Pamphlet: "The Immune System—How it Works" (1996)
- 00079: Epstein-Barr Virus and Chronic Fatigue (1996)
- 00080: The Disease Detective: Dr. David Ho (Man of the Year) (1996)
- 00081: Docent Education: Misc. Lecture Notes (1996-2000)
- 00082: Alternative Medicine (1996)
- 00083: Breast Cancer (1997)
- 00084: Docent Handout: Bengston and Kuz, "Photographic Atlas of Civil War Injuries" (1997)
- 00085: Malcolm Gladwell on Arctic Remains and Spanish Flu (1997)
- 00086: Docent Educational Material (Misc. Articles from 1998-2000)
- 00087: Docent Handout: "The Struggle to Vanquish an Ancient Foe" (Malaria) (2000)
- 00088: Docent Handout: Galambos, "War Against HIV" (2000)
- 00089: Docent Info: Arsenic Exhibit (ca. 2000)
- 00090: Docent Handout: "A Continent in Peril" (AIDS) (2001)
- 00091: Women's Health (2001-02)

## **SERIES 004: VISITATION**

### **Box 006:**

- 00001: Visitation Statistics (1947-2000)
- 00002: Monthly Participation Numbers (1988-1994)
- 00003: Monthly Attendance Summary (1994-1998)
- 00004: Daily Visitation Numbers (Jan-Feb 1989)
- 00005: Daily Visitation Numbers (Mar-Apr 1989)
- 00006: Daily Visitation Numbers (May-June 1989)
- 00007: Daily Visitation Numbers (July-Sept 1989)
- 00008: Daily Visitation Numbers (Oct-Dec 1989)



00009: Daily Visitation Numbers (Jan-Feb 1990)  
00010: Daily Visitation Numbers (Mar-Apr 1990)  
00011: Daily Visitation Numbers (May-June 1990)  
00012: Daily Visitation Numbers (July-Aug 1990)  
00013: Daily Visitation Numbers (Sept-Dec 1990)  
00014: Daily Visitation Numbers (Jan-Feb 1991)  
00015: Daily Visitation Numbers (Mar-May 1991)  
00016: Daily Visitation Numbers (June-Aug 1991)  
00017: Daily Visitation Numbers (Sept-Dec 1991)  
00018: Daily Visitation Numbers (Jan –Feb 1992)  
00019: Daily Visitation Numbers (Mar-Apr 1992)  
00020: Daily Visitation Numbers (May-June 1992)  
00021: Daily Visitation Numbers (July-Oct 1992)  
00022: Daily Visitation Numbers (Nov 1992-Feb 1993)  
00023: Daily Visitation Numbers (March-May 1993)  
00024: Daily Visitation Numbers (June-Aug 1993)  
00025: Daily Visitation Numbers (Sept-Dec 1993)  
00026: Daily Visitation Numbers (Jan-June 1994)  
00027: Daily Visitation Numbers (July-Dec 1994)

**Box 007:**

00001: Daily Visitation Numbers (Jan-Feb 1995)  
00002: Daily Visitation Numbers (Mar-Apr 21995)  
00003: Daily Visitation Numbers (May-June 1995)  
00004: Daily Visitation Numbers (July-Aug 1995)  
00005: Daily Visitation Numbers (Sept-Oct 1995)  
00006: Daily Visitation Numbers (Nov-Dec 1995)  
00007: Daily Visitation Numbers (Jan-Jun 1996)  
00008: Daily Visitation Numbers (July-Dec 1996)



00009: Daily Visitation Numbers (Jan-June 1997)  
00010: Daily Visitation Numbers (July-Dec 1997)  
00011: Daily Visitation Numbers (Jan-Feb 1998)  
00012: Daily Visitation Numbers (Mar-Apr 1998)  
00013: Daily Visitation Numbers (May-June 1998)  
00014: Daily Visitation Numbers (July-Aug 1998)  
00015: Daily Visitation Numbers (Sept-Oct 1998)  
00016: Daily Visitation Numbers (Nov-Dec 1998)  
00017: Daily Visitation Numbers (Jan-Apr 1999)  
00018: Daily Visitation Numbers (May-Aug 1999)  
00019: Daily Visitation Numbers (Sept-Dec 1999)  
00020: Daily Visitation Numbers (Jan-Mar 2000)  
00021: Daily Visitation Numbers (Apr-June 2000)  
00022: Daily Visitation Numbers (July-Oct 2000)  
00023: Daily Visitation Numbers (Nov-Dec 2000)  
00024: Visitor Comment Sheets (1999-2000)  
00025: Russell Auditorium Reservations (1989-1994)  
00026: Russell Auditorium Reservations Correspondence (1991-1993)

## **SERIES 005: TOURS**

### **Box 008:**

00001: Tour-Related Material (1986-1997)  
00002: Monthly Tour Report (1987-1993)  
00003: Letters to Tour Groups (1988-1992)  
00004: Tour Schedules (1994)  
00005: Tour Schedules (1995)  
00006: Tour Schedules (1996)  
00007: Tour Schedules (1997)



00008: Tour Schedules (1998)  
00009: Tour Schedules (1997-1998)  
00010: Tour Statistics (1994-2000)  
00011: Special Tours (1996)  
00012: Tours and Programs Surveys (1998)  
00013: Tour Schedules (1998-1999)  
00014: Monthly Tour Records (1999-2000)  
00015: Tour Schedules (2000)  
00016: Tour Confirmations (Jan-Mar 1989)  
00017: Tour Confirmations (April-May 1989)  
00018: Tour Confirmations (June-Aug 1989)  
00019: Tour Confirmations (Sept-Oct 1989)  
00020: Tour Confirmations (Nov-Dec 1989)  
00021: Tour Confirmations (Jan-Feb 1990)  
00022: Tour Confirmations (Mar-Apr 1990)  
00023: Tour Confirmations (May 1990)  
00024: Tour Confirmations (June-Aug 1990)  
00025: Tour Confirmations (Sept-Dec 1990)  
00026: Tour Confirmations (Jan-Mar 1991)  
00027: Tour Confirmations (Apr-May 1991)  
00028: Tour Confirmations (June-Dec 1991)  
00029: Tour Confirmations (Jan-Apr 1992)  
00030: Tour Confirmations (May-July 1992)  
00031: Tour Confirmations (Aug-Dec 1992)  
00032: Tour Confirmations (Jan-Feb 1993)  
00033: Tour Confirmations (Mar 1993)  
00034: Tour Confirmations (Apr 1993)  
00035: Tour Confirmations (May-June 1993)  
00036: Tour Confirmations (July-Aug 1993)



00037: Tour Confirmations (Sept-Oct 1993)

00038: Tour Confirmations (Nov-Dec 1993)

**Box 009:**

00001: Tour Confirmations (Jan-Mar 1994)

00002: Tour Confirmations (Apr-May 1994)

00003: Tour Confirmations (June-Sept 1994)

00004: Tour Confirmations (Oct-Dec 1994)

00005: Tour Confirmations (Jan-Feb 1995)

00006: Tour Confirmations (Mar 1995)

00007: Tour Confirmations (Apr 1995)

00008: Tour Confirmations (May 1995)

00009: Tour Confirmations (June-July 1995)

00010: Tour Confirmations (Aug-Oct 1995)

00011: Tour Confirmations (Nov-Dec 1995)

00012: Tour Confirmations (Jan-Feb 1996)

00013: Tour Confirmations (Mar-Apr 1996)

00014: Tour Confirmations (May-June 1996)

00015: Tour Confirmations (Jul-Sept 1996)

00016: Tour Confirmations (Oct-Dec 1996)

00017: Tour Confirmations (Jan-Mar 1997)

00018: Tour Confirmations (Apr 1997)

00019: Tour Confirmations (May 1997)

00020: Tour Confirmations (June 1997)

00021: Tour Confirmations (Jul-Aug 1997)

00022: Tour Confirmations (Sept-Oct 1997)

00023: Tour Confirmations (Nov-Dec 1997)

**Box 010:**

00001: Tour Confirmations (Jan-Feb 1998)



00002: Tour Confirmations (Mar 1998)  
00003: Tour Confirmations (Apr 1998)  
00004: Tour Confirmations (May 1998)  
00005: Tour Confirmations (Jun-Jul 1998)  
00006: Tour Confirmations (Jul 1998)  
00007: Tour Confirmations (Aug-Sept 1998)  
00008: Tour Confirmations (Oct 1998)  
00009: Tour Confirmations (Nov-Dec 1998)  
00010: Tour Confirmations (Jan 1999)  
00011: Tour Confirmations (Feb 1999)  
00012: Tour Confirmations (Mar 1999)  
00013: Tour Confirmations (April 1999)  
00014: Tour Confirmations (May 1999)  
00015: Tour Confirmations (June 1999)  
00016: Tour Confirmations (July 1999)  
00017: Tour Confirmations (Aug 1999)  
00018: Tour Confirmations (Sept 1999)  
00019: Tour Confirmations (Oct 1999)  
00020: Tour Confirmations (Nov 1999)  
00021: Tour Confirmations (Dec 1999)  
00022: Tour Confirmations (Jan 2000)  
00023: Tour Confirmations (Feb 2000)  
00024: Tour Confirmations (Mar 2000)  
00025: Tour Confirmations (Apr 2000)  
00026: Tour Confirmations (May 2000)  
00027: Tour Confirmations (June 2000)  
00028: Tour Confirmations (July 2000)  
00029: Tour Confirmations (Aug 2000)  
00030: Tour Confirmations (Sept 2000)



00031: Tour Confirmations (Oct 2000)

00032: Tour Confirmations (Nov 2000)

00033: Tour Confirmations (Dec 2000)

**Box 011:**

00001: Tour Confirmations (Jan 2001)

00002: Tour Confirmations (Feb 2001)

00003: Tour Confirmations (Mar 2001)

00004: Tour Confirmations (April 2002)

00005: Tour Confirmations (May 2001)

00006: Tour Confirmations (June 2001)

00007: Tour Confirmations (July 2001)

00008: Tour Confirmations (Aug 2001)

00009: Tour Confirmations (Sept 2001)

00010: Unscheduled Tour Information (1994)

00011: Unscheduled Tour Information (1995)

00012: Unscheduled Tour Information (1995-1999)

00013: Unscheduled Tour Information (1996)

00014: Unscheduled Tour Information (1997)

**SERIES 006: EDUCATIONAL PRODUCTS AND PUBLICATIONS**

**Box 011: (cont.)**

00015: Vendors

00016: Civil War Medical Kits

00017: Edplay Magazine (1998)

00018: Edplay Magazine (1999)

00019: Edplay Magazine (2000)

00020: Edplay Magazine (2001)



00021: Museums & More Specialty Shops Product News (1998-1999)

00022: Educational Programs Requests for Funding (1995)

00023: Howard Hughes Institute Report: "Blood : Bearer of Life & Death" (1993)